



**CHECKLIST-Certified true copies of U.S. Passport  
for use in other purposes**

U.S. Embassy Bangkok and Consulate General Chiang Mai

**Checklist must be completed and included in the package**

**STOP**, if you are looking for Certified true copies of documents for use with Social Security applications, FBU Manila, please visit <https://th.usembassy.gov/u-s-citizen-services/local-resources-of-u-s-citizens/notaries-public/>

- ☐ Original **SIGNED** U.S. passport
- ☐ Bank draft for Certified true copy service fee in Thai Baht for the equivalent of 50 USD for Certified true copy service fee (Please see this link for current exchange rate information <http://th.usembassy.gov/u-s-citizen-services/service-fees/> )
- ☐ Bank draft for 100 THB for return envelope
- ☐ Printed checklist
- ☐ Your Return address:

Name of applicant: \_\_\_\_\_

Address line one: \_\_\_\_\_

Address line two: \_\_\_\_\_

District, city, zip code: \_\_\_\_\_

Local telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Applicant's initials

\_\_\_\_\_  
Date:

**Mail to:**

U.S. Embassy Bangkok Mailing Address:  
Certified-true-copy by Mail service  
ACS/Consular Section,  
U.S. Embassy, 95 Wireless Road,  
Bangkok 10330, Thailand

**OR**

Consulate General Chiang Mai Mailing Address:  
Certified-true-copy by Mail service  
ACS/Consular Section,  
U.S. Consulate General Chiang Mai  
387 Witchayanond Rd.  
T. Chang Moi A. Muang  
Chiang Mai 50300, Thailand